


MEMORANDUM TO: THE DIRECTOR

Request two signatures.


WALTER REED WOLF
Deputy Director
(Administration)

Noted by DCI

23 Apr 52 - ore

18 Apr 52
(DATE)

25X1A

FORM NO. 10-101 OCT 1950

(47)

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Security InformationNoted by 001
28 Apr 52 - ORE
AR-D-0710AExecutive Registry
2-8422

1. The Central Intelligence Agency Efficiency Awards Committee was convened on Thursday, 27 March 1952. Members present were:

25X1A F. Trubee Davison - Chairman
[REDACTED] - (for Comptroller)
Wilfred L. Peel - Chief, Organization and Methods Service
25X1A George E. Meloon - Acting Personnel Director
[REDACTED] - Recorder

2. The Committee voted favorable action on the following recommendations:

A. Meritorious Suggestions

25X1A [REDACTED]

Placement Officer (Recruitment), GS-13
Personnel Procurement Division
Personnel Office

(1) Suggestion: In cases where an applicant obviously cannot be employed by the Agency, record necessary information on a small "Field Reject Card" instead of completing the "Report of Interview" and maintaining an applicant file. This procedure has been in effect in the Personnel Procurement Division, Personnel Office, since 13 February 1952, and is resulting in substantial savings over the previous method.

(2) Award Recommended

- (a) One-step in-grade salary increase
- (b) Certificate of Award

(3) Authority: CIA Regulation [REDACTED] Paragraph E(1)(a) 25X1A
(2) and Paragraph C(3).

25X1A [REDACTED]

STATSPEC [REDACTED]

Office of Operations

(1) Suggestion: Send all telegraphic messages (except those of an urgent nature) at night letter rates when time of transmission is between 3:30 PM and 2:00 AM (in time zone of recipient), since delivery of message is not usually made until the following day.

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